



West Bengal Forest Development Corporation Limited

Office of the Divisional Manager, Kolkata Forest Corporation Division
ARANYA BIKASH, KB- 19, Sector – III, Salt Lake City, Kolkata-700 106
CIN: U02005WB1974SGC029535, GSTIN:19AAACW3562A9ZC



No.822/IV-4/89/(P-IX)

Date: 15.09.2026

Sealed Quotation Notice No : 24/ IV-4/89/(P-IX)

Sealed Quotation is invited from bonafied experienced suppliers/Contractors/ agencies for **supply of one vehicle on monthly basis for official use** of Attached Officer (HQ) ,WBFDC under the office of the Divisional Manager which is located at Aranya Bikash, KB- 19, Sector – III, Salt Lake City , Kolkata – 700 106 , as per G.O. No. 3564-WT/3M-81/98 dated 24.11.2008.

➤ Details of Work :

Name of Works	Category of Vehicles	Monthly Hiring rate
Monthly hiring of vehicles for Attached Officer (HQ) ,WBFDC	Motor Cab/ Maxi Cab with Engine capacity less than or Equal to 2000 C.C. with, Air Conditioner, (Bharat Stage – III purchased on or after 01.05.2008 with Diesel/LPG/CNG Engine.)	

➤ Time & Date:

SI NO.	Date	Time
Date for beginning of distribution of Quotation Papers	16.09.2026	11.00 AM
Last Date of submission of quotation paper	23.09.2026	02.00 PM
Date of opening technical's bids& Financial Bids	23.09.2026	04.00 PM

- The interested supplier/contractor/manufacturer/agencies are requested to quote their rate for the aforesaid work by **23.09.2026** in sealed envelope by the name of the undersigned.
- All quoted rate should be inclusive of all taxes.

➤ Period of Work : 6 Months

- Rate to be quoted on above specifications and supply will be made Aranya Bikash, KB- 19, Sector – III, Kolkata – 700 106 daily basis
- Quotation will be submitted with Authorized seal & Signature. Addressed in the name of the Divisional Manager, Kolkata Forest Corporation Division under WBFDC Ltd.at Aranya Bikash, KB- 19, Sector – III, Kolkata – 700 106

Terms & Conditions:

- Kolkata Forest Development Corporation shall not be responsible for any untoward or accidental incident in the course of work or maintenance.



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- **PAN, GST& Trade License:** Suppliers should provide Valid PAN, GST Number and Trade License. Please furnish self-attested on documents.
- Work order will be issued after approval of quotation inviting authority & payment will be made after satisfactory completion of work. Submit your bill with mentioning our GST No. with (two) copies of bill. (GST No. – **19AAACW3562A9ZC**) also including receipted copy of challan.
- Quotation Inviting Authority has full right to accept or reject any quotation on technical ground.
- The work order may be issued as and when required basis and the total bill value does not exceed 1 lakh.
- In case of Each and Every bill initially 80% payment will be made and balance 20% payment will be made after proper reflection of GSTR- I and GSTR 3B in stipulated time, In case of failure of such payment (tax return) or mismatch of Tax Return Corporation will be recover the amount from the balance payment.

Special Terms & Conditions

Car must be recent model having contract permit and in a tip top running conditions and having 5 (five) km from the reporting place.

Car will normally use to travel within Kolkata and occasional officer tour in Districts.

The car be hired for 10 (ten) hours a day to be counted from the time of reporting to duty, up to release from duty.

Working hours beyond 10 (ten) hours an overtime Rs. 20/- (Rupees twenty) only be paid and for overtime and night halt run concurrently during tour outside Kolkata, the total extra to Rs. 60/- (Rupees Sixty) only.

Owner should provide Driver having valid license at his own cost & all repairs and running maintenance cost should be done by the owner of the vehicle at his own cost.

Fuels/lubricates will be issue at the following rates-

- iv) For fuel oil @10 km/ lt. of journey in case of maxi cab
- v) For fuel oil @12 km/ lt. in case of motor cab.
- vi) For engine oil (Mobil Oil) @5 liters. per 2500 km run.

All other charges as payment of taxes etc. including repair and maintenance of car to be done and borne by the owner of the car.

In case of breakdown of car the owner shall provide a substitute car.

The payment will be made on the number of days the car is actually used.

Log book to be updated daily including meter reading.

The distance travel to garage to reporting place will be recorded in the log book for taking account for consumption of fuel.

The owner of the car shall immediately appraise this office in respect of the following matter-

- iii) Damage caused any by the car due to accident.
- iv) Taxes of surcharge levied by Central/ State Govt. department will not responsible for any of the matter stated above.

The car must have contract carriage permit as per Govt. rules.

The owner will also to produce authentic documents related to the model and year of purchase.



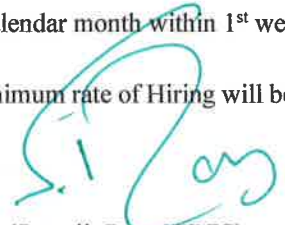
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The bill for hiring of the car should be submitted in duplicate for each calendar month within 1st week of the next month.

Note : Rate of Casual Hiring is inclusive of fuel and all other charges, Minimum rate of Hiring will be the rate for 4 hours.


(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division

No.822/IV-4/89/(P-IX)

Date: 15.09.2026

Copy forwarded to:

1. The Accounts Section, Kolkata Forest Corporation Division.
2. The Range Manager, Attached Range are directed to distribute the Quotation form to the bidder in favour of Divisional Manager Kolkata Forest Corporation Division.
3. Official website of WBFDC
4. Notice Board


(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division